SHEILA DOUGLAS: Hello, everyone. This is Sheila Douglas with the ePlanning team. And today, we'll be walking through the steps on how to manage documents on sites using Back Office.

In order to manage any documentation in Back Office all necessary documentation would have been previously loaded in D2. Those steps are covered in KRC video, Creating Folders and Adding Documents and Templates to D2. It is essential that all those steps are done prior to launching Back Office so that all required documents will be available through the repository project browser in Back Office, which we will cover shortly.

You'll need to log into Back Office once we're ready to post documents on our project for display on the NEPA register for public viewing. Ensure starting at Back Office home. Select your project from the projects listed. You'll be taken to your project website page. Click on the Documents in the left navigation pane to go to the next section to add documents, then click on Add Link at the top to add content.

You may either select to add single document, which creates a document set that resembles a zip file, whereas multiple documents will create a list view of each individual document. We will cover both. First, ensure the radio button next to Single Document is selected. Type in document name. Select a release date by selecting the calendar icon. And if you prefer to sort your documents with headers, then populate the section for document category.

After all desired information is filled in, then click the Add button next to Document Renditions. Click the Browse button on the Add Document Rendition page. When the path is selected, click Expand All on the left side. Select the documents by clicking the box to the left of the document name.

Click the Select button at the lower right hand corner of the screen. The screen will refresh. Click the Add button in the lower right hand corner of the screen. The screen will refresh again, and your documents will be listed near the center of the page. Verify your documentation, then click the Add button in the lower right hand corner of the screen.

The screen will transition to your documents sub-page with uploaded documents near the center of the page. Now, click on the Add Link at the top of the document sub-page to add more content. Change the selected radio button to Multiple Documents for Add Document Rendition As. Note that there is no document name field like when we are adding single document.

Select a release date by selecting the calendar icon. After all desired information is filled in, click the Add button next to the words Document Renditions. Click the Browse button on the Add Project Document Rendition page. When the path listing shows up, click Expand All on the left side.

Select documents by clicking the box to the left of the document name, and then click the Select button at the lower right hand corner of the screen. The screen will refresh. Verify these are the documents you want to upload. Click the Add button in the lower right hand corner.

In order to sort your documents with headers, select Other for document category, then populate this section. Once again, verify the documents you want to upload. Click the Add button in the lower right hand corner of the screen. The screen will change to your document sub-page with all the documents listed near the center of the page.

Now, if you need to edit any of the recently uploaded documents, click the box next to the desired document to edit. Click the orange Edit, but please note that you are only able to edit one document at a time. The Edit Project Document will appear. Make necessary changes, then click the grey Save button off to the bottom right.

Your screen will transition to your document sub-page once again. If it becomes necessary to delete a document, check the box next to the document to be deleted. Click the underlined red Delete. A pop up will display. Are you sure you want to delete the selected document? Click OK.

The screen will then refresh to reflect all changes. Once edits are complete, we will need to cycle through to republish our project. First, select the Submit Changes for Approval link, then select a public affairs reviewer from the dropdown. And then click Submit for Approval.

Public affairs will then go to the project. Click on Approve Site Changes link, which will then open the approved site changes sub-page. Here, we will click the gray Approve toward the bottom of the sub-page.

The last step to get the project back out to the NEPA register will be to click on Publish Site Changes link, then click on the gray Publish Now button. You will receive a pop up message of, the site will be published immediately. Click OK. You'll be brought back to your project's first content loaded page, and you'll note the project status has changed to green.

You have successfully republished the project to the NEPA register for public viewing. If you have any additional questions, please visit our KRC and SharePoint sites for additional supporting documentation or submit a remedy ticket. Thank you for watching.